

## ENROLLMENT AND RELEASE PROCEDURES

### New Student Enrollment

#### I. Documents Required for Enrollment

##### **A. Student from a Hawaii Public School**

1. Release packet which includes:
  - a. Student's Certificate of Release (Form 211)
  - b. Copy of the Health Card (Form 14)
  - c. Pupil Clearance Form (for secondary schools)
  - d. Copy of the VISI (for secondary schools)
  - e. Lunch Subsidy Form/Application (if applicable)
2. Proof of Residence (optional)
  - a. Current utility bill
  - b. Notarized statement of residence (if family is living with a relative)
3. Geographic Exception (if applicable)
4. Caregiver Affidavit form (Act 99)
5. Power of Attorney (if living away from parent/legal guardian)
6. Academic Records
  - a. Transcript/Report Cards
  - b. IEP
7. Enrollment form
  - a. School-created enrollment form OR
  - b. SIS-10WR

##### **B. Student from a Hawaii Private School**

All items in Section A and Birth Certificate or other legal proof of birthdate and legal name.

##### **C. Student from another State**

All items in Sections A and B and:

TB clearance documentation (test must have been administered in the United States within the previous 12 months)

**D. Student from Another country**

All items in Sections A, B and C and:

1. Passport

Note: If required records are not immediately available at the time the child should enter school, the receiving school may enroll the child temporarily, pending receipt of records within a reasonable time, except otherwise required by law. Students shall present themselves for such tests as may be required. (*DOE Reg 4150.1*)

**Releasing Procedures**

**A. Clearance and Release Packet**

1. Request for Release signed by parent/guardian or student who is 18 years of age. Written release should be maintained for school records.
2. Students residing in another district without a parent/legal guardian must have an approved Geographic Exception and a current Power of Attorney before the release is processed.
3. Complete the Certificate of Release (Form 211). File part 3 of the form for future reference. This will provide documentation that records have been forwarded to the receiving school.
4. Copy of the Health Card (Form 14)
5. Free/Reduced lunch application if applicable
6. Copy of the most current Report Card (optional)
7. Copy of the VISI updated to current term (for secondary schools)
8. Pupil Clearance Form with withdrawal grades (for secondary schools)
9. Copy of the IEP/504 Plan (if available)

Note: Official records for the students should be sent to the enrolling school only upon request of the enrolling school. Any student record handcarried by the parents/guardians to the enrolling school will be considered Unofficial.

## **Cumulative Folders/Educational Records**

The Cumulative folder should include:

- a. Copy of the original birth certificate or legal proof of birthdate and legal name
- b. Transcripts/Report Cards
- c. Standardized Test Scores
- d. Copies of Legal documents (i.e. Power of Attorney, Guardianship, Legal Name Change, etc.)
- e. Disciplinary records related to Act 90 and the Federal Gun Free Schools Act (*ref. Memo dated 5/30/97 signed by Herman Aizawa regarding Elementary Cum Folders*)
- f. Student demographic information\*

\*All schools shall keep a correct register of the names, sex, and nationality, as far as ascertainable, date of entering school, and the places of residence of the child attending their respective schools. (*HRS 302A-1144*)